

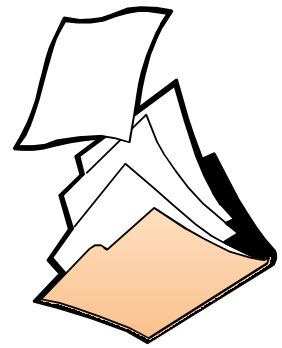
OPTIONAL WORKSHEETS

Job Related Core Competencies Worksheet

Performance Expectation - (SMART) Goal Worksheet

Performance Analysis Form

Performance Improvement Plan (PIP)



PLEASE NOTE:

The **optional forms** are intended to aid in the development of job-related core competencies, performance expectations, goal development, performance analysis and performance improvement. Many individuals will feel comfortable to go directly to the Initial Performance Appraisal form and develop goals however, for those who may have difficulty, the following tools are available.

The optional forms are **not required** to prepare or provide an annual performance rating. These forms are used at the discretion of the Supervisor or Employee.

However, it is recommended that any employee receiving a **“Does Not Meet Expectations”** in any evaluation category should develop a **Performance Improvement Plan (PIP)**.

Job-Related Core Competencies Worksheet

1. I am a good _____

(Job Title or Position)

2. I know this because I can _____

(Name a Major Part of the Job - Core Competency)

3. I demonstrate my skills when I (or I know how to):

Above, give three specific examples of the actions, skills and behaviors that you perform which support the core competency.

(Performance Expectations)

Performance Rating Category

- ☐ **Quality**
- ☐ **Quantity**
- ☐ **Rules and Regulation**
- ☐ **Interpersonal Skills**
- ☐ **Customer Service Delivery**
- ☐ **Attendance**
- ☐ **Supervisory Skills (If Applicable)**

Performance Expectation and Goal Setting Worksheet

<i>Evaluation Area:</i>		<i>PERFORMANCE EXPECTATION</i>	<i>GOAL (Use SMART Model)</i>
Specific Condition <small>Performance Expectation</small>	Skills & Abilities <small>Required for Goal</small>		
Measure			
Actions and Accountability			
Results Desired			
Time & Resource Constraints			

<i>Evaluation Area:</i>		<i>PERFORMANCE EXPECTATION</i>	<i>GOAL (Use SMART Model)</i>
Specific Conditions <small>Performance Expectation</small>	Skills & Abilities <small>Required for Goals</small>		
Measure			
Actions and Accountability			
Results Desired			
Time & Resource Constraints			

<i>Evaluation Area:</i>		<i>PERFORMANCE EXPECTATION</i>	<i>GOAL (Use SMART Model)</i>
Specific Conditions <small>Performance Expectation</small>	Skills & Abilities <small>Required for Goals</small>		
Measure			
Actions and Accountability			
Results Desired			

Time & Resource Constraints	
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Performance Analysis Form

Name: _____ Date: _____

☐ INITIAL REVIEW ☐ INTERIM REVIEW ☐ ANNUAL REVIEW

Core Competency	Skills\Behaviors	Rating	Comments

Performance Improvement Plan (PIP)

Name: _____ Date: _____

Core Competency: _____

_____ Current Rating: _____

Supervisor's Comments _____

Goal: _____

_____ Desired Rating: _____

Supervisor Signature: _____

Employee Signature: _____

Action Plans	Target Date	Completion Date
<u>S</u> pecific Conditions		
<u>M</u> easure		
<u>A</u> ction & Accountability		
<u>R</u> esults Oriented		
<u>T</u> ime & Resource Constraints		